



#8969

Human Resources Coordinator or Specialist

Jefferson County Human Resources seeks an individual to provide HR general support in areas that may include: recruitment and selection, time-keeping, performance appraisals, unemployment compensation, wage and salary, and benefit accruals.

HR Coordinator: Associate degree in Human Resources with 1-2 years of related experience required.

HR Specialist: Bachelor degree in Human Resources or related field with 2-3 years of related experience required. This position requires advanced independent decision making.

For both positions knowledge of Microsoft Office, AS400 iseries, and KRONOS Timekeeping preferred. Prior experience in public sector beneficial.

Application deadline is noon on October 9, 2015. Visit www.jeffersoncountywi.gov or Human Resources for position details and application. For consideration submit application, cover letter, and resume online or send to: Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

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